



City of Pacific Grove
Established Date: 12/18/2013

POLICE SERGEANT

SUMMARY: Under basic supervision, supervises a shift of Pacific Grove Police Department (PGPD) Officers in the prevention and investigation of crimes and accidents, and the pursuit and apprehension of criminals; maintains order in the City, enforces state and federal laws and City ordinances, and assists the general public and other emergency services agencies, providing a variety of technical support and customer service duties for citizens needing assistance with enforcement complaints, community issues, and victim and witness services for the Pacific Grove Police Department, within scope of authority.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enforces state and Federal laws, and City regulations; maintains discipline, and resolves operational issues using sound judgment and technical knowledge; duties will vary according to job assignment.
- Testifies as required.
- Supervises PGPD Officers on an assigned shift; performs work according to PGPD policies to enforce laws, preserve peace, reduce fear, solve problems, and provide for a safe environment through community policing; exercises independent judgment within broad policy guidelines.
- Schedules and deploys Officers; assigns and prioritizes tasks; trains, motivates, and disciplines staff; assures that Officers are ready and prepared for duty, assures the lawful and consistent application of regulations and procedures, and assures that professional police services are provided to the public.
- Instructs and trains Officers; supervises activities, monitors call responses, reviews and approves detailed reports and required paperwork; evaluates performance; performs duties of Police Officer as needed, and assists Officers in the performance of their duties
- Preserves the peace of the community through mediation, investigation, intervention, assistance, and arrest; utilizes all lawful means to improve the quality of life by recognizing and resolving problems; works with citizens to address the issues of safety, crime, fear of crime, and neighborhood disorder; assures citizens are treated with courtesy and respect; responds to citizen complaints.
- Responds to incidents and accidents, and takes command when appropriate; manages investigations, and coordinates police response to a variety of exigent situations; coordinates with regional law enforcement organizations and emergency services agencies.
- Supervises the inspection, maintenance, repair, and replacement of PGPD equipment; manages inventories of supplies and equipment; reviews and approves detailed reports and required paperwork.
- Performs specialized functions in areas of expertise, including training, SRO/DARE, SRU, and other special enforcement, assessment, surveillance, intervention, and investigative teams.
- Maintains the integrity, professionalism, values, and goals of the Pacific Grove Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Participates in a variety of special projects as directed; performs and/or oversees technical and administrative duties as assigned, including community relations, outreach programs, customer service, victim and witness services, complaints and inquiries.

- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate's Degree in Criminal Justice, Public or Business Administration, or related field; AND three years professional law enforcement experience, including experience as a Corporal or Training Officer; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- City, county, state, and Federal civil and criminal laws, regulations, codes, and ordinances.
- Duties, powers, authorities, and limitations of a Police Officer.
- California criminal justice and court systems, and the principles of criminal justice records management.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Modern law enforcement management principles, practices, and trends.
- Investigative and interrogative procedures, and protocols for observation of critical details.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Supervising and leading staff, and delegating tasks and authority.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Exercising controlled discretion and mediating difficult situations.
- Remaining alert at all times, and reacting quickly and calmly in emergency situations.
- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- The care, maintenance, and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
- Communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest and control techniques.
- Investigating crime scenes, and recognizing evidence and causes of crime, death, and accidents.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other regional agencies.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Must maintain Peace Officer certification with the California Commission on Peace Officer Standards and Training (POST). Completion of POST Supervisory Training Course is preferred; additional technical training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and in the field on patrol; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; required to physically restrain persons; must maintain a level of physical fitness to meet PGPD standards.